

# SSIS Partnership Group

April 23, 2014

## Attendees

### County Partners

Michele Bennett [Ramsey], Chandra Bhimavarapu [Scott], Gary Bork [Carver], George Borrell [Anoka], Annie Crawford [Hennepin], David Glesener [St. Louis], Michelle Kemper [Washington], Brenda Mahoney [Stearns], Michelle Miller [Wright], Janet Nilsen [St Louis], Pam Selvig [Scott], Gary Sprynczynatyk [McLeod], Samantha Taveirne [Ramsey]

### MN.IT@DHS | SSIS

Bruce Anderson, Jane Davison, Debra Douglas, Dan Judd, Tom Kine, Alexia Kjos, Lisa Litchfield, Kate Stolpman, Jean Swanson-Broberg

Agenda Item	Description	Handouts
<b>Call to Order</b> <i>Gary Sprynczynatyk</i>	Minutes from February 26, 2014 were reviewed and approved with no changes.  It was noted that Abby Willis, Olmsted County, resigned and will be a Project Manager for the Dodge/Steele/Waseca merge.	<i>Agenda</i>
<b>Updates</b> <i>Tom Kine</i>	<b>Child Safety and Permanency (CSP)</b> SSIS talks with CSP represent the ongoing effort to address technical and business perspectives, priorities, and accountabilities, as the MN.IT internal reorganization takes shape. <ul style="list-style-type: none"><li>▪ Jamie Sorensen, formerly CSP QA and Training Manager, will be serving as Interim Director of Child Safety and Permanency.</li><li>▪ A question was asked how the re-organization will impact Adult Services and Disability Services, (DD) and Mental Health. Tom stated SSIS has a written formal arrangement with Adult Services and that the new strata with CSP is similar. He reiterated that SSIS is filling a technical service provider role.</li><li>▪ Kate Stolpman added that the Fiscal side enjoys good relationships with Adult Services so that they are constantly soliciting feedback from those professionals.</li></ul> <b>Database Centralization</b> Collier IT has been engaged to assess the best option for SSIS database centralization, and their final report recommended SSIS consolidate on an Oracle platform. SSIS is working now to find the best Oracle databox for centralization. Databoxes are already in supporting roles with other agencies, so this solution fits in well from an enterprise perspective. Once the databox is selected, SSIS will need to centralize within a 12-month timeframe due to cost concerns. Best case could be 18 mos. from now.	<i>none</i>

	<p>Three items were noted as being key to the centralization project:</p> <ul style="list-style-type: none"><li>- Minimal impact to counties</li><li>- Fiscal move to centralize will be conservative to avoid a lot of reprogramming</li><li>- County ability to query the data remains a requirement of this initiative</li></ul> <p>SSIS is doing another proof of concept (similar to Dodge County) to make sure this solution will work with local agencies that have network limitations.</p> <p><b>MnCHOICES</b></p> <p>The MnCHOICES development structure is now incorporating a lot of SSIS protocols so things are moving along. MnSPA, the service planning application, intersects with the rates project, so SSIS is taking on more technical leadership with both. By pulling more of MnCHOICES into the SSIS infrastructure, MnCHOICES will be incorporated with the SSIS release schedule, or be very similar.</p> <p><b>Adult Services</b></p> <p>SSIS has an engagement with Adult Services to meet the legislative mandate for centralizing adult maltreatment reporting. It is in the early planning stages, but will involve a contract to staff a centralized call center, create a 1-800 number for vulnerable adult reporting, and ensure reports are pushed out to lead investigative agencies for action. It is somewhat similar to what already happens in SSIS, but with the added feature of web-based entry for mandated reporters to submit reports and funnel those into the system.</p> <p>The initial January 15 deadline is being renegotiated. It is hoped that the new deadline will provide a more manageable pace for planning.</p> <p><b>Northwood's Compass® CoPilot and SSIS Mobile Application for the iPad (mCase)</b></p> <p>Tom and other SSIS staff went to Winona County for a demo of the Northwood's Compass® CoPilot iPad application. Notable take-aways from this experience were:</p> <ul style="list-style-type: none"><li>▪ Social workers, after using the application for only 3-4 months, were able to provide impressive, hands-on demonstrations of the application.</li><li>▪ Productivity gains, since implementation, were similarly impressive.</li><li>▪ It's now clear that Northwood's application will dovetail nicely with the SSIS mobile application.<ul style="list-style-type: none"><li>▪ While Compass® CoPilot's primary function is to expedite access and use of critical forms and case documentation (including photos and recorded interviews) within the home visit context, the SSIS mobile app will bring time reporting, case notes, and other back-office functionality to workers.</li><li>▪ Service plans will have to reside in SSIS/mCase and not in CoPilot.</li><li>▪ Both CoPilot and the upcoming SSIS mobile application (mCase) will provide workers with timely and efficient tools they can utilize in the field.</li></ul></li></ul> <p>Winona is also interested in piloting the SSIS iPad application (mCase). A tentative pilot date would coincide with the 14.3 (August) release.</p>	
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<p><b>New Staff Introductions</b> <i>Kate Stolpman and Jean Swanson-Broberg</i></p>	<ul style="list-style-type: none"> <li>▪ The SSIS mobile app interface is still in development, with a few remaining items being worked out.</li> <li>▪ One complication being addressed now is the check-in/check-out piece.</li> </ul> <p>Wright County mentioned they are using CoPilot as well and like that it syncs to the case file, but it is very expensive.</p> <p>New SSIS Business Analysts, Debra Douglas [Worker] and Alexia (Lexie) Kjos [Fiscal], were welcomed to Partnership. They both started with SSIS on April 9.</p> <p>Debra has over 10 years of experience as a contractor business analyst. Debra's training includes MS Project Professional, Scrum Master Certification and ITIL Certification. She also has a Master's degree in Counseling and experience working with foster parents.</p> <p>Lexie previously worked as a trainer in both the Worker and Fiscal areas so she is very familiar with the SSIS application and culture. She has over 4 years direct experience with the SSIS application – roughly 2 years each in Fiscal and Worker training and other roles. Lexie holds a BA in Speech Communication and Marketing Communications.</p>	<p><i>none</i></p>
<p><b>SSIS Release 14.2</b> <i>Dan Judd</i></p>	<ul style="list-style-type: none"> <li>▪ Getting ready to pilot v14.2 Tuesday - April 29 <ul style="list-style-type: none"> <li>- Please note that new MA Healthcare Eligibility data will also be available to go statewide as of April 30th, with a few more items coming at the end of May.</li> <li>- Dates and details are provided on page one of <a href="#">SSIS Update #394</a>.</li> </ul> </li> <li>▪ iLinc Training for the new release will be online soon</li> <li>▪ Cass, Scott, and Wadena counties are on board for the pilot</li> <li>▪ Highlights of the pilot include: <ul style="list-style-type: none"> <li>▪ Relative Custody Assistance (RCA) report for financial reimbursement</li> <li>▪ MA Healthcare Eligibility Additions</li> <li>▪ Advanced Payment Search with saved searches.</li> <li>▪ General reports have been revised to reflect the MA Healthcare Eligibility updates, including Client Eligibility report</li> <li>▪ Payments - exclusion reason has been added</li> <li>▪ Minor tweaks for the Moving Home MN project</li> <li>▪ Security Administration changes</li> </ul> <p>These changes will prevent the unintended deletion of users, a matter particularly relevant to centralization where many applications are using SSIS user account data. (ex. MnCHOICES users, who are also SSIS users, if deleted from either MnCHOICES or SSIS, were erroneously removed from both applications. This issue has been fixed.)</p> </li> </ul>	<p><i>What's New in SSIS Version 14.2? – Draft/April 2014</i> <a href="#">[PDF]</a> <a href="#">[Word]</a></p>

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<b>Fiscal Allocations</b> <i>Dan Judd</i>	<ul style="list-style-type: none"> <li>▪ Total county assessment for Fiscal (claiming and state reporting) is \$900,000 for 2015.</li> <li>▪ County-specific amounts are based on the number of open case management and assessment workgroups.</li> <li>▪ The unit cost of \$2.8135/workgroup was used to determine the 2015 amounts.</li> <li>▪ Motion was made by Gary Bork to approve the rates and seconded by Michelle Kemper. Motion passed.</li> </ul>	<i>County Participation Rates for SSIS Claiming / Reporting Support</i> <a href="#">[PDF]</a>
<b>When County Auditors &amp; Social Services Accounting Departments Merge</b> <i>Kate Stolpman</i>	<p>More counties are telling SSIS Fiscal that Social Services accounting staff and offices are being folded into County Auditor offices. These types of consolidations, while intended to create efficiencies and cost-savings to taxpayers, can create challenges when county staff do not fully understand the complexities of Social Service accounting. Discussion covered issues encountered and whether or not SSIS could or should provide help.</p> <p>Partnership members shared experiences within their counties where these consolidations have already taken place. Consensus was that there are pros and cons, but that SSIS did not need to take a role in these county-level initiatives. However, it was recognized that SSIS Fiscal (notably Kate) had been a good resource, and Kate reiterated that counties should feel comfortable asking for support, if needed.</p>	<i>none</i>
<b>Northstar</b> <i>Kate Stolpman</i>	<p>General Reminders</p> <ul style="list-style-type: none"> <li>▪ John Sellen is the Project Manager for Northstar.</li> <li>▪ Northstar represents significant changes in funding for permanency programs (Kinship and Adoption Assistance) - new mix of local/county/state/federal funding.</li> <li>▪ Thanks to the many committed members of this workgroup! These discussions help identify concrete issues and opportunities for simplification.</li> </ul> <p>Recently Discussed Items – <i>Please see handouts.</i></p> <p>Question - When will training and more information be available?</p> <ul style="list-style-type: none"> <li>▪ Training for particular pieces of Northstar functionality will be provided as part of release training (in 14.4, 15.1, 15.2), but communications will start happening before then.</li> <li>▪ If there are particular things counties want to know earlier, such as budgeting issues, AMSA will have a session on budgeting.</li> <li>▪ ACTION ITEM: AMSA conference meets after the May 1st budget deadline, so Kate will talk to John about short-term advice for budgeting.             <ul style="list-style-type: none"> <li>○ RESULT: <i>John Sellen's Response</i></li> </ul> <p>The goal is to achieve overall cost neutrality, so counties should budget based on that assumption and on their usual budget projections for what they would otherwise expect to spend for family foster care (Rule 1 in BRASS Codes 180 and 181) and EFC-SIL (Extended Foster Care – Supervised Independent Living in BRASS Code 188). Compare that to the average of their expenditures for those BRASS Codes in 2011, 2012, and 2013 and expected expenditures in 2014. Prudent budgeting would be based on the higher of those two figures</p> </li> </ul>	<p><i>Northstar Care for Children (NC4C) Fiscal Functions – Summary and Timelines</i> <a href="#">[PDF]</a></p> <p><i>Northstar Care for Children (NC4C) Fiscal Workgroup Status Update ... April 23, 2014</i> <a href="#">[PDF]</a></p>

	<p>(2015 projection or four-year average), or even a little higher if their Title IV-E ratio has been declining. Since the legislature has not yet approved county allocations, counties will need to make adjustments to their budgets for that purpose and can also include changes based on more detailed Northstar information from the AMSSA conference.</p> <ul style="list-style-type: none"> <li>Two offsite planning meetings for SSIS and policy staff included projects within SSIS, spawned by Northstar. Timing is a major management piece, so the new project manager is helping to identify strategic work breakdowns and what components can be delivered when. The deliverables and timelines will then be communicated.</li> </ul>	
<p><b>Cúram and Systems Modernization</b> <i>Tom Kine</i></p>	<p>MN.IT wants to revalidate Cúram for modernization. SSIS will be able to provide technical validations during this process and has engaged a Cúram implementor to provide technical and business demos for stakeholders to review. SSIS is also contacting other jurisdictions who have used Cúram to learn from their agencies' experiences.</p> <p>Notable aspects of the software that may impact Cúram's viability, include:</p> <ul style="list-style-type: none"> <li>Child Welfare features and coordinated case planning activities</li> <li>Implementation of features specific to the Affordable Healthcare Act</li> <li>Statewide Automated Child Welfare Information System (SACWIS) compliance</li> <li>Additional builds needed to adapt Cúram to a US venue (ex. there are no fiscal or child support pieces in Cúram)</li> </ul>	<p><i>none</i></p>
<p><b>MACSSA Technology Committee Update</b> <i>Gary Bork</i></p>	<p>Gary deferred to Tom's commentary on systems modernization, as the most current information. He mentioned they will run a Cúram pilot, which is on a relatively fast track to get done yet this year, but it will be a very simple application.</p> <p>MNsure update -- Deloitte has been engaged to do an assessment of the project.</p>	<p><i>none</i></p>
<p><b>Next Meeting: July 23, 2014</b></p>		
<p><i>For all handouts, please see <a href="#">"Related Documents"</a></i></p>		